

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Warehouse 1

**IMMEDIATE SUPERVISOR**      Nutrition Services Coordinator

**GENERAL DUTIES**

Under general supervision, drive delivery vehicles in transporting school supplies, custodial supplies, food, books, equipment, and other materials, and assist in the receiving and dispensing of food supplies and equipment.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Hold a valid Oregon Driver's License
- C. Knowledge of safe driving practices and traffic laws
- D. Knowledge of basic preventative maintenance requirements of automotive equipment, e.g., checking oil, gas, tire pressure, etc.
- E. Ability to follow oral and written directions
- F. Familiarity with requisitions, purchase orders, and freight bills of lading
- G. Ability to operate a forklift
- H. Ability to learn stockroom procedures
- I. Ability to do some clerical tasks, bookkeeping, as assigned, and be familiar with personal computer operation
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Load food, books, equipment, cafeteria, custodial, and school supplies for delivery
- B. Drive delivery vehicles and make regular pick-ups and deliveries to and from District facilities and other locations, as directed
- C. Unload, check, and store in-coming stock at the District warehouse
- D. Assist in taking inventory
- E. Keep stockroom area clean and orderly
- F. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation	X				
Using foot control				X	
*Pushing/Pulling Maximum weight: 100 lbs.		X			
*Lifting/Carrying Maximum weight: 100 lbs.		X(100#)	X (50#)		

\*Identify items typically moved: Broad Area – warehouse type items, cases of paper, food stocks, etc.

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Maintenance and Trades Pay Schedule**

**Pay Grade:** C

**Last Revised:** June 2007